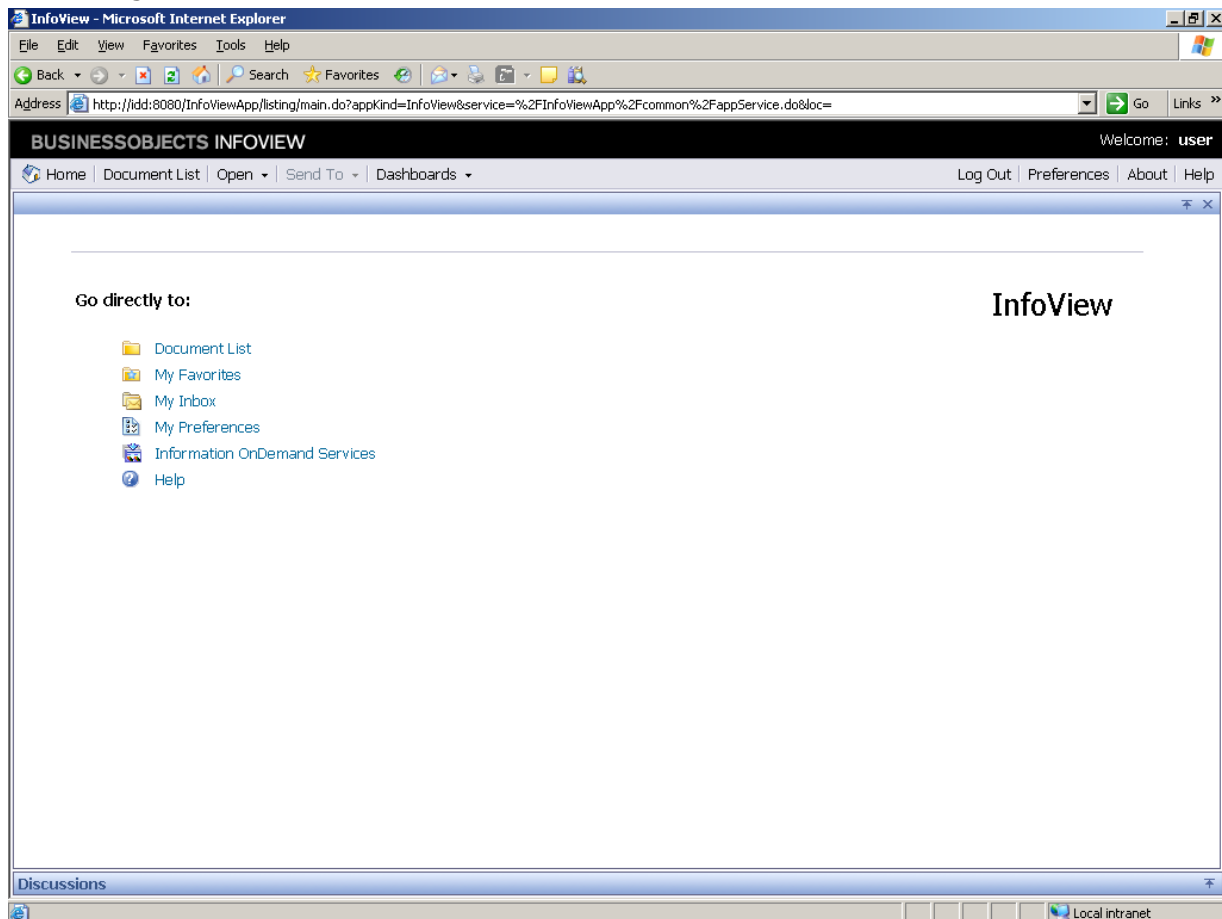Procedure

1. Start the transaction using the menu path or transaction code.

Home Page of InfoView

2. Click **My Favorites**.

In this exercise, you will open the My Folders section and add the Microsoft Excel file SalesTrends.xls. Enter the keyword 'Trends'.
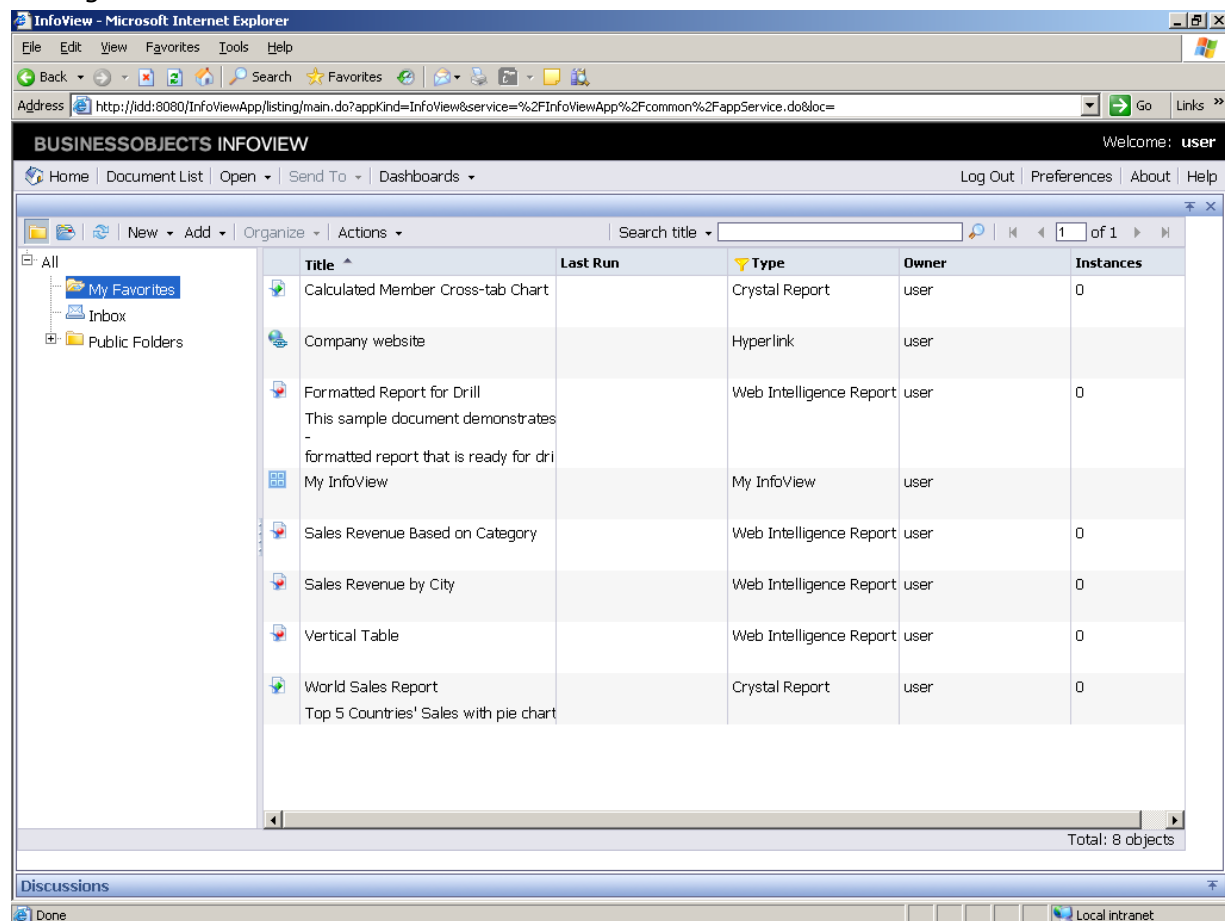
Do not add a description or choosea category for this file.

Finally, you will add a hyperlink to www.sap.com called 'SAPWebsite' in the Personal

Categories category.

Listing
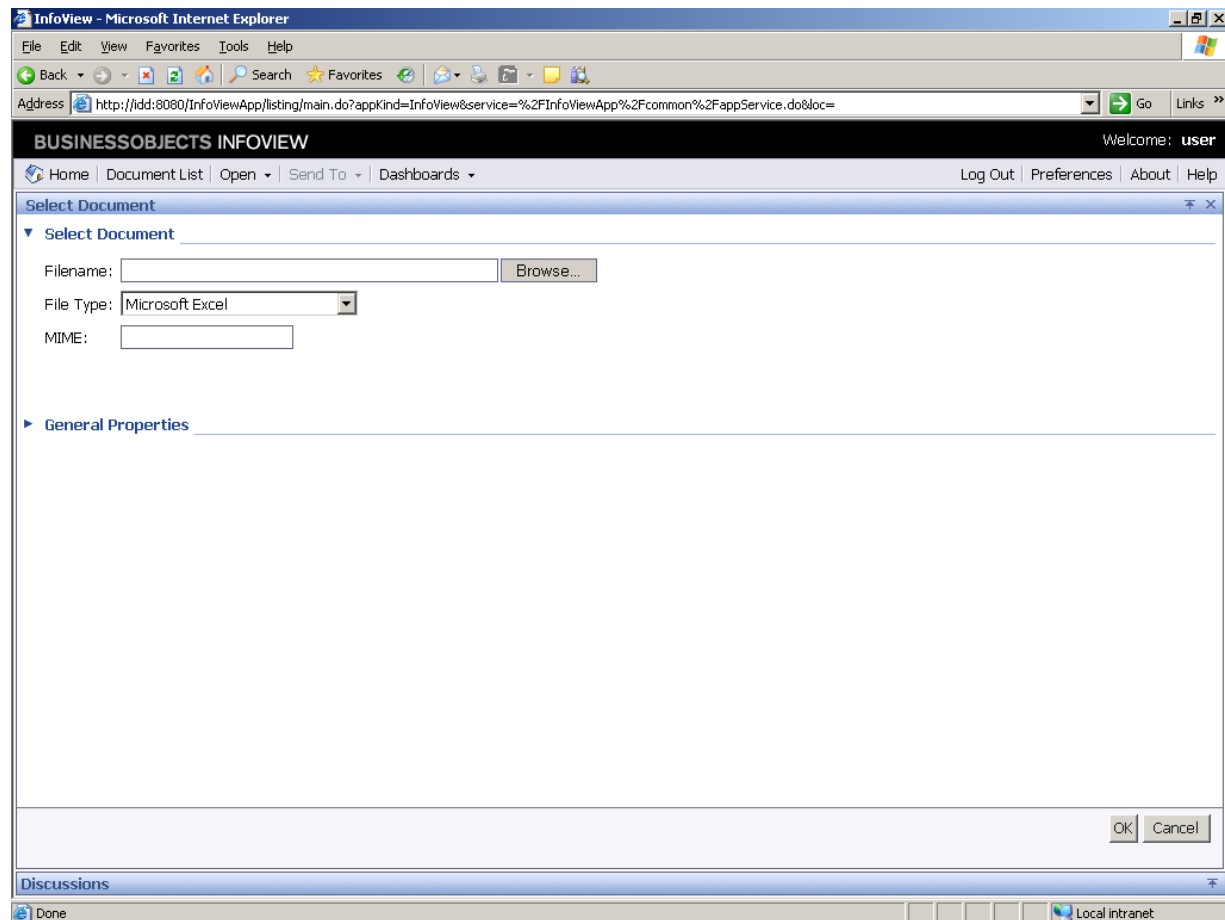
3. Click **Add**.

Add the Excel document Sales Trends.xls.

4. Click **Local Document...**.

Internal

5. Click **Browse...**.

Choose file

6. Click **Sales Trends.xls**.

7. Click **Open**.
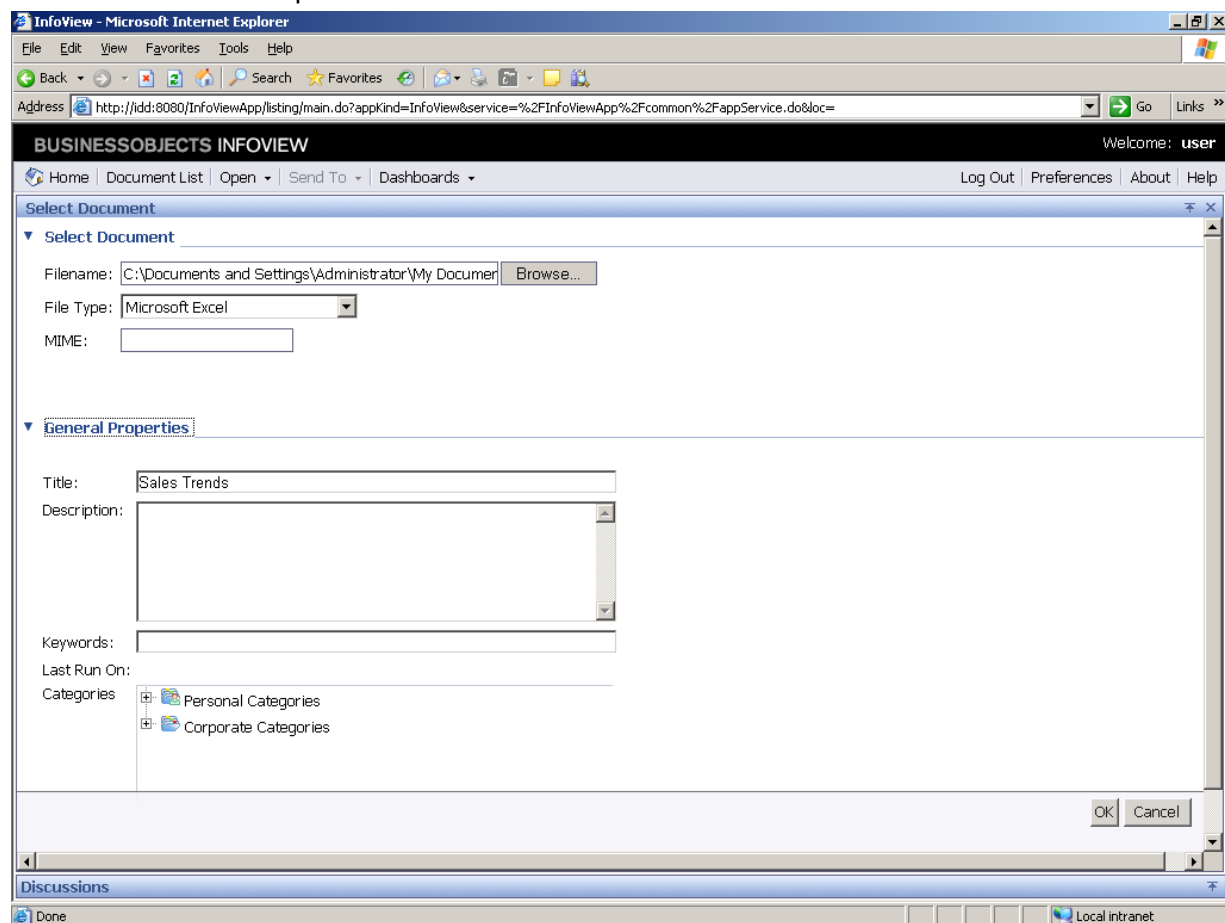
Internal

8. Click the **General Properties** link.
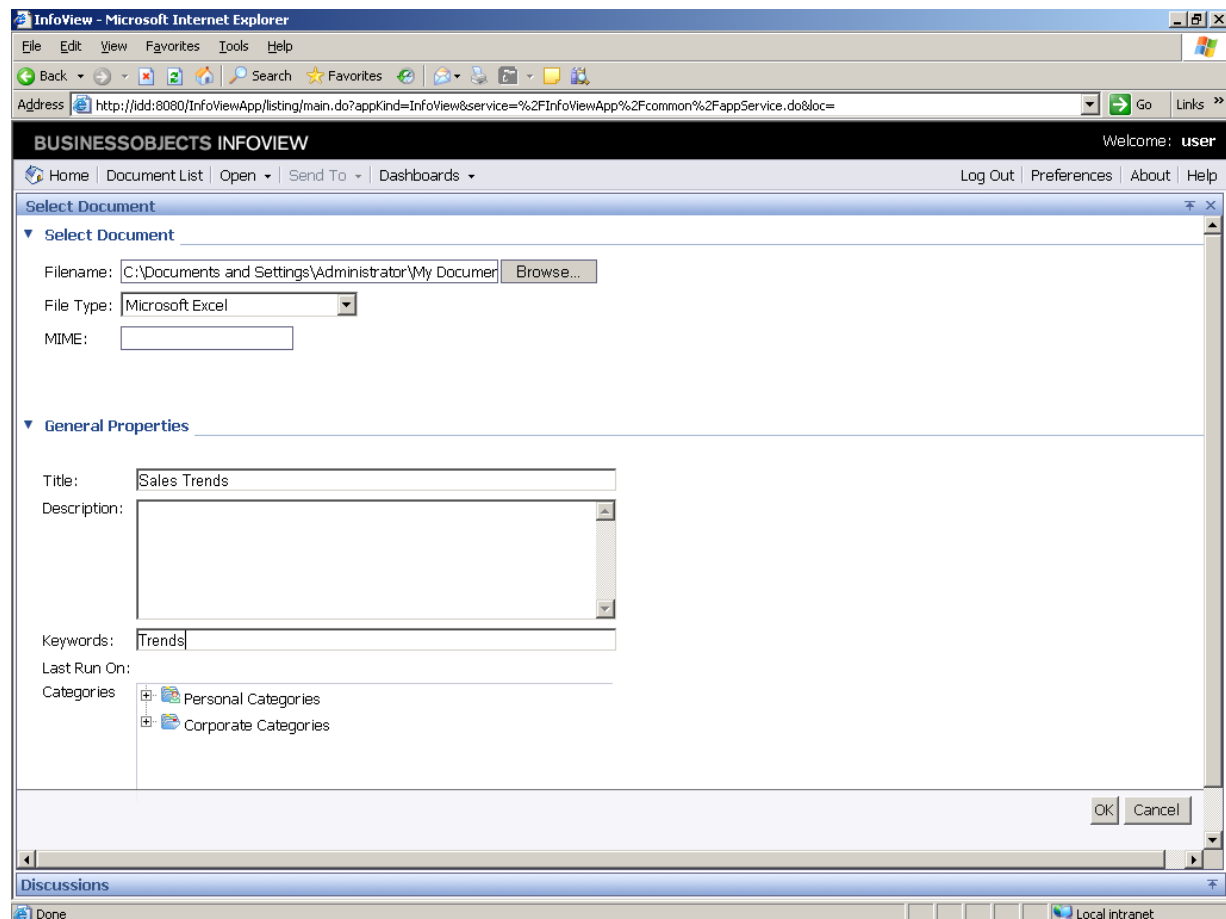
Customer Orders Properties

9. Click in the **Keywords** field.

Next, you will add a Keyword for this file.

10. As required, complete/review the following fields:

Field	R/O/C	Description
Description:	R	**Example:** Trends

Internal

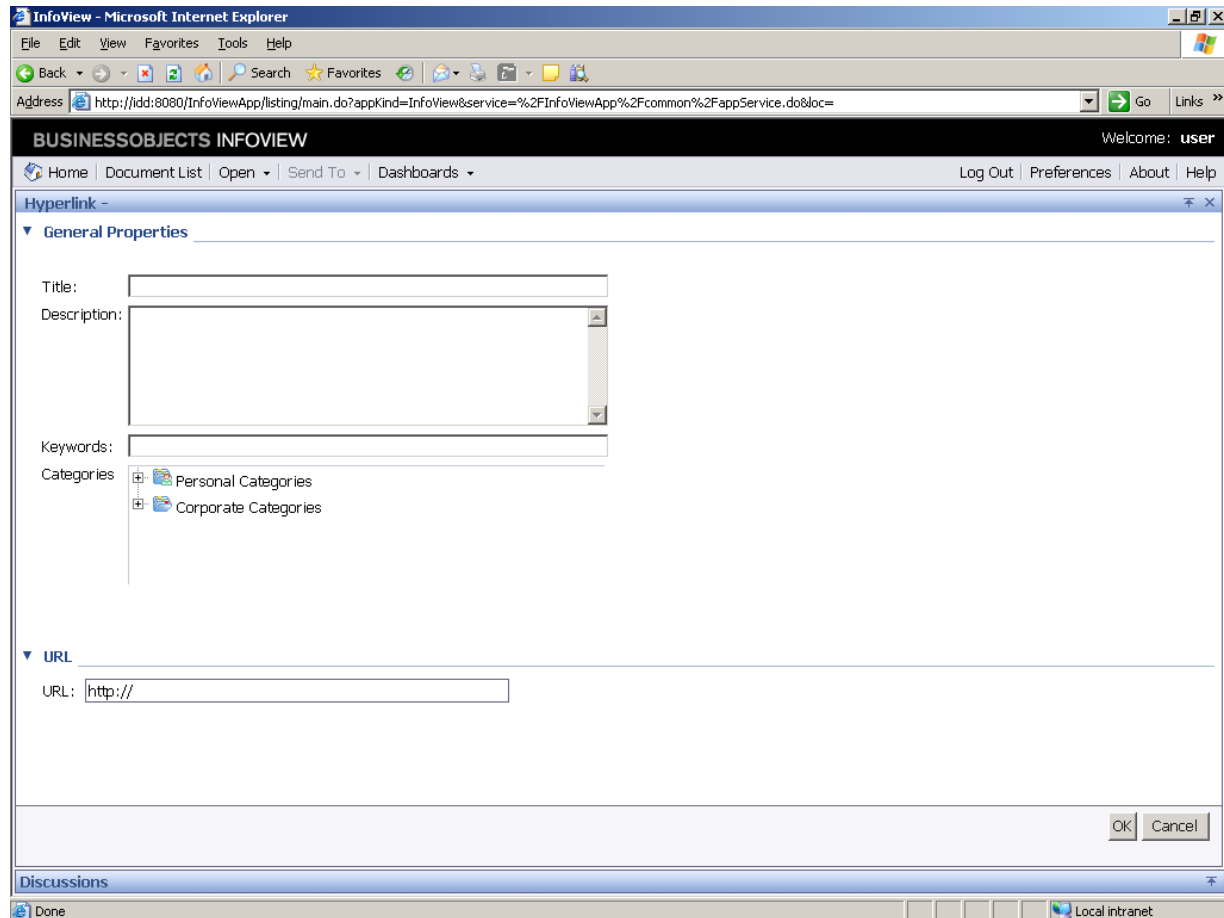11. Click **OK**.

12. Start the transaction using the menu path or transaction code.

Listing
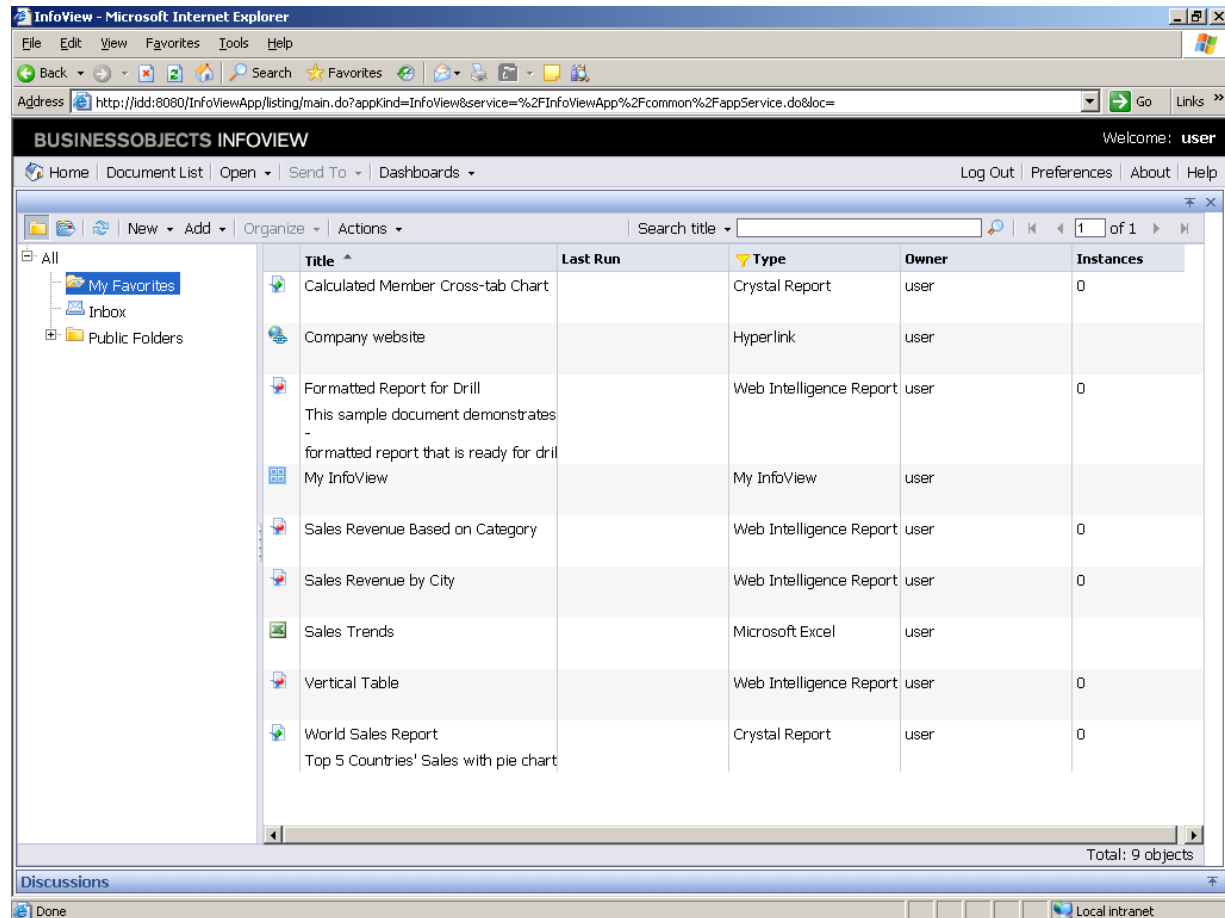
13. Click **New**.

Now, add a new hyperlink to www.sap.com called 'SAP Home Page.'

14. Click **Hyperlink**.
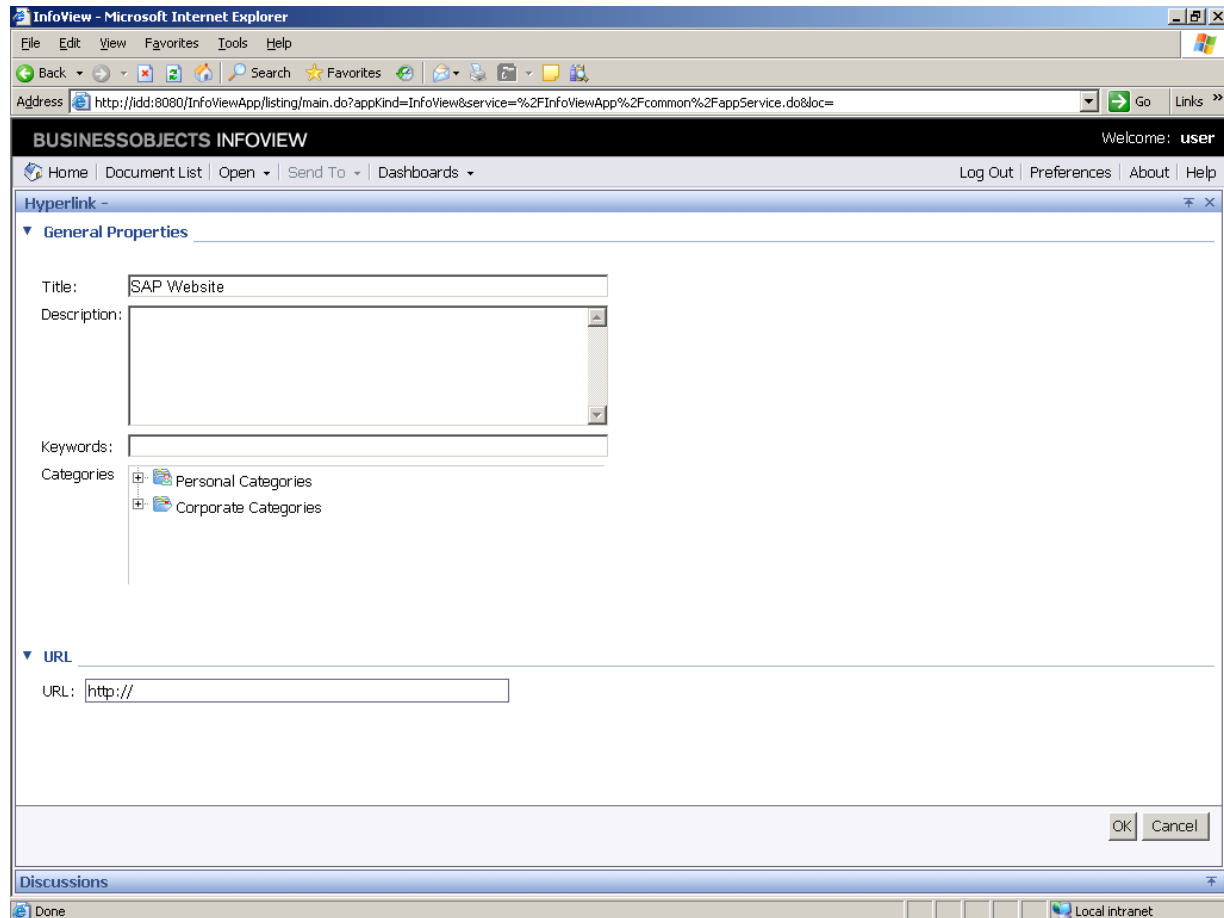
Properties

15. As required, complete/review the following fields:

Field	R/O/C	Description
Title:	R	**Example:** SAP website

Enter the desired information into the Title field.

Properties
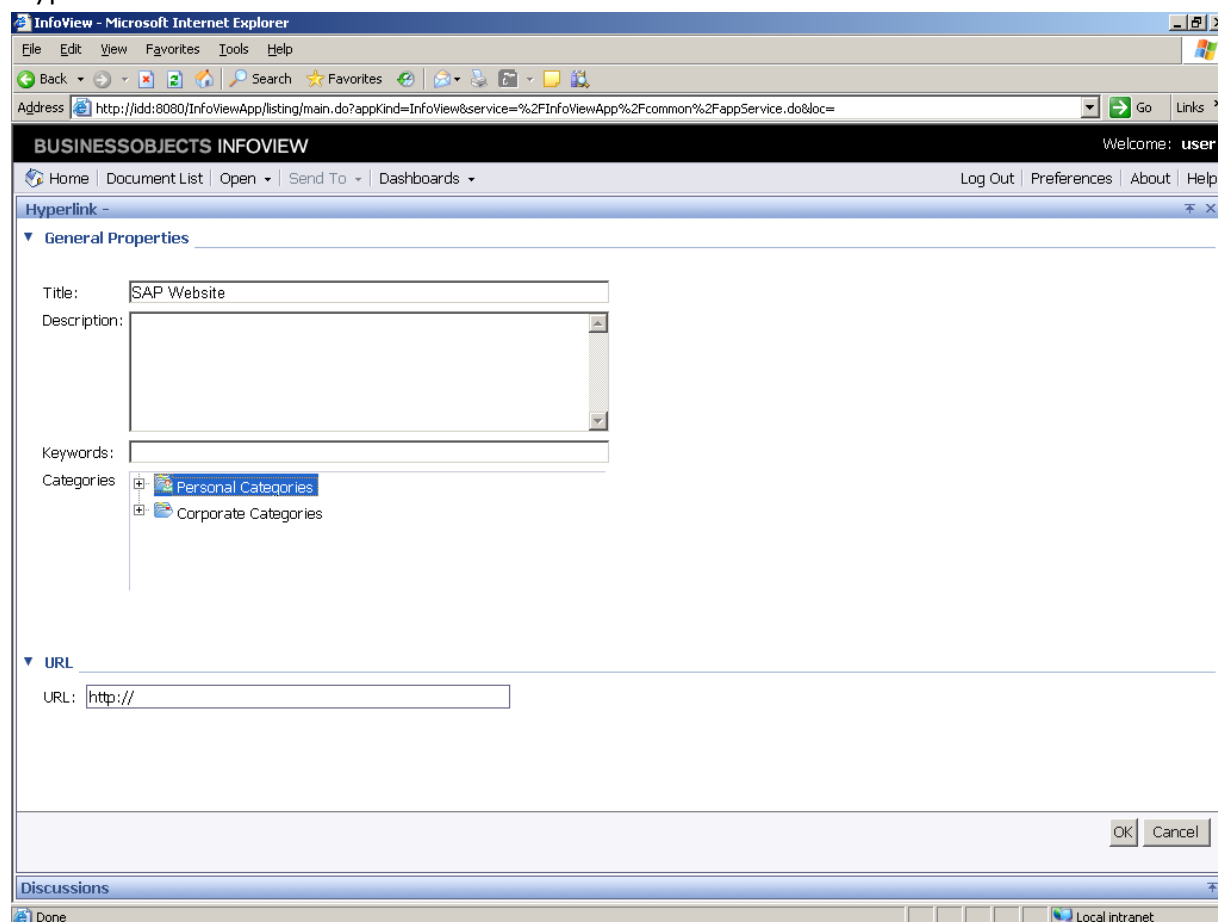
16. Click **Personal Categories**.

Hyperlink

17. As required, complete/review the following fields:

Field	R/O/C	Description
URL:	R	**Example:** www.sap.com
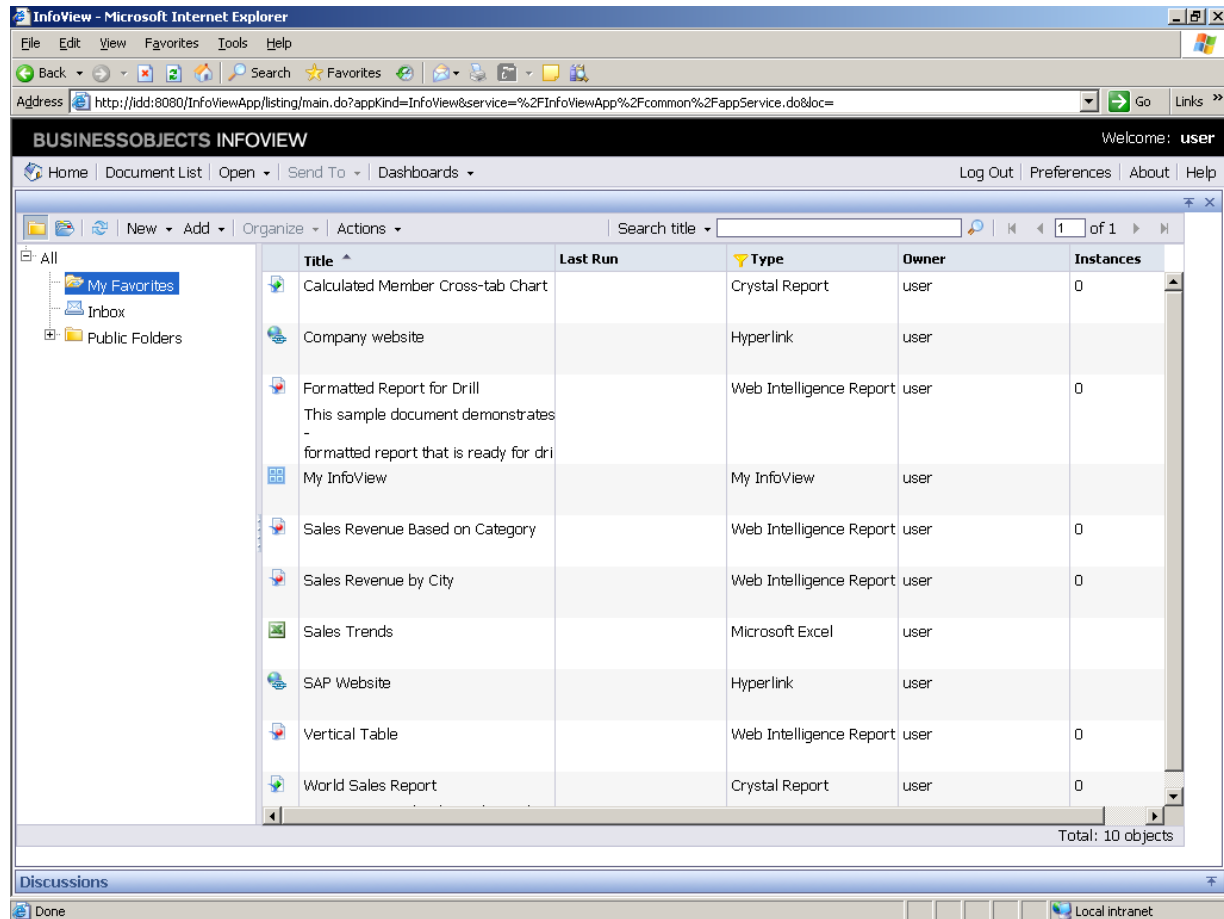
Enter the URL for the SAP website.

18. Click **OK**.

Save your changes and create the hyperlink.

End of simulation.

19.   End of simulation.